

DISTRIBUTION PROCESS

	First Time Distribution	After Initial Distribution
	<p>First time distribution w/ ING, or Previous <u>partial</u> distribution w/ICMA</p> <p>Earliest to receive distribution is 30 days after separation /retirement date</p>	<p>Previous distribution with ING, or Previous <u>Systematic withdraw</u> w/ ICMA (monthly, quarterly, or annually)</p>
Step 1	<p>Acquire distribution form via:</p> <ul style="list-style-type: none"> • Online at www.sanjoseca.gov under City Departments, Human Resources, Deferred Compensation • ING local office (408) 881-0110 • ING customer service (800) 584-6001 • San Jose Deferred Comp. office at (408) 975-1465 or Email: DeferredCompensation@sanjoseca.gov 	<p>Acquire distribution form via:</p> <ul style="list-style-type: none"> • Online at www.sanjoseca.gov under City Departments, Human Resources, Deferred Compensation • ING local office (408) 881-0110 • ING customer service (800) 584-6001 • San Jose Deferred Comp. office at (408) 975-1465 or Email: DeferredCompensation@sanjoseca.gov
Step 2	<p>Employer signature is <u>required</u> for initial distribution only</p> <p>Once completed, submit your distribution form to Deferred Compensation Staff for signature by:</p> <ul style="list-style-type: none"> • Fax (408) 999-0889 • Mail to: City of San Jose Human Resources Dept. Deferred Compensation 200 E. Santa Clara St., Wing 2nd floor San Jose, CA 95113 • In person at Human Resources Dept. <p>City of San Jose Deferred Compensation Staff will process your completed distribution form to ING.</p>	<p>No Employer signature required</p> <p>Once completed, fax form to ING Home Office for processing at (800) 643-8143</p>